

**SECTION 12**

**CIVIL RIGHTS**

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## CIVIL RIGHTS COMPLIANCE

The Civil Rights assurance is included in the Food Service agreement executed by all sponsors participating in any of the Child Nutrition Programs. Please refer to the Food Service agreement for the specific citations.

### Responsibilities of the Sponsor

1. Follow procedures and maintain any information on Civil Rights complaints and resolutions.
2. Sponsors who participate in the program must maintain on file racial/ethnic makeup of the children applying and participating in the program. (Exhibit A)
3. Make substitutions in the regular meal patterns for those children who are considered disabled under 7 CFR 15b and whose handicap restricts their diet in such a way that they cannot fully participate in the food service program without some modification.
4. Advise parents and guardians in the Parent Letter of the program requirements pertaining to children with disabilities.
5. Include the following nondiscrimination clause on any printed material or communications:

**All programs of the United States Department of Agriculture (USDA) are available to everyone without regard to race, color, national origin, age, sex, or handicap. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**

If the material is too small to permit the full statement to be included, the material must include the following statement in print no smaller than the text:

**This institution is an equal opportunity provider.**

6. Inform parents or guardians of students as well as local minority and grassroots organizations of the availability of program benefits or services and the eligibility requirements. If you need to provide non-English speaking persons with program information and translated forms, contact the CNP office.

7. Display the nondiscrimination poster at each site in a prominent place where reimbursable meals are served.

### **FILING DISCRIMINATION COMPLAINTS**

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint *within 180 days of* the alleged discriminatory action. All written discrimination complaints shall be sent directly to the Secretary of Agriculture, Washington, D.C. 20250. Verbal complaints, including anonymous complaints, shall be accepted.

In the event that a complaint is made verbally, the person receiving the allegation shall write up the complaint to include as much of the following information as possible:

- a. Name, address, and telephone number or other means of contacting the complainant.
- b. The specific location and name of the entity delivering the program service or benefit.
- c. The nature of the incident(s) or action(s) that lead the complaint to be filed.
- d. The basis on which the complainant feels discrimination has occurred, i.e., race, color, national origin, sex, age or disability.
- e. The names, titles and addresses of persons who may have knowledge of the discriminatory action.
- f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

## Civil Rights Compliance

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**Sponsor Name**


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**Date of Completion**

The United States Department of Agriculture (USDA) regulations outline each school's responsibility regarding civil rights compliance in the school nutrition programs. The following checklist furnishes an overview of the requirements. Complete this form each year by December 15th and retain for program audit/review.

	YES	NO	N/A
1. Is the complete nondiscrimination statement included on the parent letter and all other printed material?	_____	_____	
2. Have any complaints of discrimination (written or verbal) been received this school year?	_____	_____	
3. If "yes" to number 2, have they been acted upon according to the sponsor's written procedures?	_____	_____	_____
4. Is the nondiscrimination poster displayed in a prominent place in each school?	_____	_____	
5. Is program information made available to major employers contemplating layoffs?	_____	_____	_____
6. Are program materials printed in a language other than English, if needed?	_____	_____	_____
7. Do admission procedures restrict enrollment by minority persons?	_____	_____	
8. Are disabled students including those with special dietary needs, provided program benefits as appropriate?	_____	_____	
9. Complete the following chart for each school in the district. This information should be compiled from the applications for free and reduced priced meals, as completed by households. For institutions not required to collect applications, enrollment information may be used.			

	Number Approved for Free/Reduced-Price Meals	Number Denied
American Indian or Alaskan Native	_____	_____
Asian	_____	_____
Black or African American	_____	_____
Hispanic or Latino	_____	_____
Native Hawaiian or other Pacific Islander	_____	_____
White	_____	_____
Total Students	_____	_____